

Sample Generic Preservation Request Letter

(Your Department Letterhead)

Custodian of Records

[SERVICE PROVIDER NAME HERE]

[SERVICE PROVIDER ADDRESS HERE]

[SERVICE PROVIDER CITY, STATE, ZIP HERE]

ATTN: [DEPARTMENT HERE]

Fax: [FAX NUMBER HERE]

Re: Preservation Request

Dear Custodian of Records:

The below listed account is the subject of an ongoing criminal investigation at this agency, and it is requested that said account and all e-mail, and any other information contained herein, be preserved pending the issuance of a search warrant. (Specify any information you may want, i.e. all email, account histories, buddy lists, profiles, detailed billing (log on and log off times) payment method, etc...)

Name: John X. Doe

Address: 1234 Any Street, Anytown, USA 12345

Telephone: (123) 456-7890

Screen Names: Johndoe, JohnXYDoe, XYZDoe

Possible Account #: _____

Credit Card #: _____

If you have any questions concerning this request please contact me at....

Thank you for your assistance in this matter.

Sincerely,
(Your Signature)
(Your Name Typed)

Sample Preservation Request Letter to Internet Service Provider/E-Mail Provider

[AGENCY NAME]
[AGENCY ADDRESS]
[AGENCY CITY, STATE, ZIP]
[AGENT'S TELEPHONE NUMBER]

6/10/2005

Custodian of Records
[ISP NAME HERE]
[ISP ADDRESS HERE]
[ISP CITY, STATE, ZIP HERE]
Attn: Compliance and Investigation Unit

Preservation Request Letter

Custodian of Records,

The below listed account is the subject of an ongoing criminal investigation by [AGENCY NAME HERE]. It is requested that any and all [ISP NAME HERE] records (including; Real name, Screen names, Status of Account, detailed billing logs, date account opened and closed, method of payment, and detailed billing records) regarding the identification of the following account be preserved pending the issuance of a subpoena for those records:

Account: [EMAIL ADDRESS HERE]

It is further requested that subscriber information pertaining to the identity of the member who used the below listed IP address at the below listed time be preserved pending the issuance of a subpoena.

IP#: [IP ADDRESS HERE]
Date: [DATE HERE]
Time: [TIME HERE]
Time Zone: [TME ZONE HERE]

If you have any questions, please contact [AGENT NAME] at [AGENT PHONE].

Very Truly Yours,

[SUPERVISOR OR AGENT NAME]
[SUPERVISOR OR AGENT TITLE]

Sample Preservation Request Letter to Registrar/Web Hosting Provider/Web Site

[AGENCY NAME]
[AGENCY ADDRESS]
[AGENCY CITY, STATE, ZIP]
[AGENT'S TELEPHONE NUMBER]

6/10/2005

(By Facsimile XXX-XXX-XXXX)
[REGISTRAR/HOST/SITE NAME HERE]
[REGISTRAR/HOST/SITE ADDRESS HERE]
[REGISTRAR/HOST/SITE CITY, STATE, ZIP HERE]

Attn: [DEPARTMENT HERE]

To Whom It May Concern:

I am writing to make a formal request for the preservation of records and other evidence pursuant to 18 USC 1030.

You are hereby requested to preserve, for a period of 90 days, the records described below currently in your possession, including records stored on backup media, in a form that includes the complete record. You are also requested not to disclose the existence of this request to the subscriber or any other person, other than as necessary to comply with this request.

This request applies only retrospectively. It does not in any way obligate you to capture and preserve new information that arises after the date of this request.

This preservation request applies to all subscriber information, to include account information, as well as log activity identifying the IP address belonging to the registrant of [DOMAIN NAME HERE] ([IP ADDRESS HERE]). This request also applies to the contents of / for [DOMAIN NAME HERE] to include all subsequent sub folders and all associated log data with date and time stamp.

Very Truly Yours,

[SUPERVISOR OR AGENT NAME]
[SUPERVISOR OR AGENT TITLE]

Sample Preservation Request Letter to Bank/Financial Institution

[AGENCY NAME]
[AGENCY ADDRESS]
[AGENCY CITY, STATE, ZIP]
[AGENT'S TELEPHONE NUMBER]

6/10/2005

(By Facsimile XXX-XXX-XXXX)
[CONTACT'S NAME HERE]
[DEPARTMENT HERE]
[FINANCIAL INSTITUTION NAME HERE]
[FINANCIAL INSTITUTION ADDRESS HERE]
[FINANCIAL INSTITUTION CITY, STATE, ZIP HERE]

Dear Ms. Clark:

I am writing to confirm the telephone conversation between yourself and Special Agent [AGENT NAME HERE] earlier today and to make a formal request for the preservation of records and other evidence pursuant to 18 USC 1030.

You are hereby requested to preserve, for a period of 90 days, the records described below currently in your possession, including records stored on backup media, in a form that includes the complete record. You are also requested not to disclose the existence of this request to the subscriber or any other person, other than as necessary to comply with this request.

This request applies only retrospectively. It does not in any way obligate you to capture and preserve new information that arises after the date of this request.

This preservation request applies to account holder information belonging to [ACCOUNT HOLDER NAME HERE], account number [ACCOUNT NUMBER HERE], and all log data associated with an [DOLLAR AMOUNT OF TRANSACTION HERE] ACH transaction on [DATE HERE] from ["FROM" BANK NAME HERE] account number ["FROM" ACCOUNT NUMBER HERE] to ["TO" FINANCIAL INSTITUTION NAME HERE] ["TO" ACCOUNT NUMBER HERE], date and time stamped.

Very Truly Yours,

[SUPERVISOR OR AGENT NAME]
[SUPERVISOR OR AGENT TITLE]